

Election Department

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RAISE THE VOTE

WHAT DOES “RAISE THE VOTE” MEAN?

The “Raise the Vote” partnership is designed to provide community organizations and businesses with an opportunity to participate in the electoral process in Clark County. At the same time, organizations can raise funds for the worthy causes in which they support. Each participating organization or business “adopts” a specific Vote Center, or several Vote Centers, for the election cycle by providing the personnel to staff that Vote Center. If the organization has a W-9 form on file with the IRS, the Election Department writes a check to the organization rather than pay each individual worker. Otherwise, volunteers will be paid individually and can then donate their pay to their organization. By forming a partnership with the Election Department, funds raised are directed towards worthwhile causes and the voters are served by qualified workers at the polling places.

WHO IS ABLE TO WORK?

Requirements for volunteers are as follows:

- If 18 years of age or older, must be registered to vote in Clark County
- If 16 or 17 years of age, may still be a poll worker without being registered to vote
- May not be a candidate or a relative of a candidate for nomination or election
- Must attend a training class, which is mandatory and occurs prior to each election
- Must remain non-partisan when working on Election Day
- Must have the skills for the position for which the person is volunteering (See Poll Worker Positions)
- Endure long working hours on Election Day (5:30 am until approximately 8:00 pm)
- Work well as a team member, demonstrate good judgment, communication and people skills

HOW MANY VOLUNTEERS WILL BE NEEDED?

Countywide, we train 4000 to 5000 poll workers for a federal election. The number needed for each Vote Center varies, fluctuating between 8 to 20 poll workers. All Vote Centers will need 1 or 2 bilingual (Spanish) poll workers. Some Vote Centers also require 1 bilingual (Filipino/Tagalog) poll worker. The Elections Department will advise you of the actual number needed for each Vote Center. If you do not have bilingual (Spanish and Tagalog) workers, the Elections Department will supply them; however, the pay for any position(s) our office staffs will not be included in the group's total pay.

WHERE WILL THE VOTE CENTER BE LOCATED?

Based on availability of Vote Centers in a particular area, the Election Department will work with you to place your group at a Vote Center that is close to your place of business/organization or your preferred area. In order for your group to work at the same Vote Center (to the best of our ability), the list of volunteers must be submitted to the Election Department by **6 months prior to the Election**. Applications received after this date will be accepted but volunteers will not likely work together.

HOW WILL WORKERS BE TRAINED?

Training is required by Nevada Law prior to each election. The Election Department will provide hands on training using our election equipment and training materials. The length of each training session varies based on the position being trained, and by experienced and new poll worker. (Estimated training times listed on page 3).

WHERE WILL THE TRAINING TAKE PLACE?

Training will be held at the Clark County Election Department Training Building, 2030 East Flamingo Rd., Las Vegas NV 89119. Training notices, indicating location and times, are sent out to each poll worker reminding them of their training time and location. A list will also be supplied to your Organization Coordinator.

WHAT HOURS WILL THEY WORK?

On Election Day, the polls are open from 7:00 a.m. to 7:00 p.m. All poll workers must arrive by 5:30 a.m. to assemble the voting equipment and prepare the voting room. Poll workers may not leave the polling place during the election and must bring all necessary food and medications with them. Once the polls close at 7:00 p.m. and all those in line have voted, all workers help close the polls, a task usually completed within 1 hour. The Team Leader, which is the person in charge of the Vote Center, will then dismiss all workers

and take all election material and supplies to a designated drop off site.

POLL WORKER POSITIONS

Each poll worker position has specific duties to perform on Election Day. The following is a listing of the positions on each Election Board, a brief description of the duties, and the number of personnel needed for each position. The pay rate for each position includes training.

<u>POSITION</u>	<u>DESCRIPTION</u>	<u>PAY</u>
<i>Laptop Operator</i>	Locates voter's name in the system using a laptop, checks in voters including verifying signatures, processes changes of address and other corrections or updates. Skills: Good computer skills are required. Training: Approximately 6 hours	\$225
<i>Monitor</i>	Helps voters navigate the voting machine screens if needed, constantly watches to prevent voters from leaving before properly completing the voting process. Skills: Ability to stand and walk around for extended time periods is required (approx. 3 hours at a time). Training: Approximately 3 hours	\$225
<i>Setup Assistant</i>	Go with Team Leaders the day before the election to assist with setup, setup and breakdown of voting machines, troubleshoot printers, helps voters navigate the voting machine screens if needed, constantly watches to prevent voters from leaving before properly completing the voting process. Skills: 2-day position. Must be able to troubleshoot. Ability to stand and walk around for extended time periods is required (approx. 3 hrs. at a time). Training: Approximately 4 hours	\$245